Town of Discovery Bay		
Program Area: Administrative	Policy Name: Retention, Destruction of Audio	Policy Number: 006
Date Established: December 6, 2006	Date Amended: January 16, 2008	Resolution: 2008-01

Record Retention and Destruction

I. PURPOSE

This policy establishes under the Brown Act (Government Code, Section 54953.5(b)) which provides that a governmental agency has the authority to erase and destroy tapes and or recordings of open, public meetings 30 days after said meeting;

II. AUTHORITY

This has been approved by the District for use in matters regarding meetings which includes any audio recording, video recording, or audio-visual recording, whether on magnetic tape, magnetic wire, electronic disk, memory card, or any other device or system which is used to record open meetings.

III. GUIDELINES

- 1. Town of Discovery Bay CSD will adopt and comply with a records management schedule that complies with guidelines provided by the Secretary of State; and
- 2. Town of Discovery Bay CSD will classify District records by category as outlined by the State's Local Government Records Management Guidelines; and
- **3.** Town of Discovery Bay CSD will, under the classification of District records, note records that must be kept permanently, records noted with destruction dates; and
- **4.** Each year about or around December, the District will destroy applicable records after a review by General Manager, if necessary, Legal Counsel and an Auditor.